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|  | **APPLICATION FOR ROADS AUTHORITY CONSENT FOR THE PLACEMENT OF AN A-BOARD OR SIMILAR OBJECT** |
| *Roads (Scotland) Act 1984* |

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| ***For non-Council roads (e.g. Trunk Roads) application for consent should be made to Transport Scotland via*** development\_management@transport.gov.scot  |

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| 1. **Applicants Details (proprietor or responsible person)**
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| Title |  |
| Forename |  |
| Surname |  |
| Company Name |  |
| Building Name/No. |  |
| Address 1 |  |
| Address 2 |  |
| Town/City |  |
| Postcode |  |
| Telephone |  |
| Mobile |  |
| Email |  |

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| 1. **Address / location descriptor of sign (postcode must be included)**
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| *A location plan must also be provided at either 1:50 or 1:100 scale and must clearly identify the proposed sign location. The plan must also identify the site by reference two named roads/streets.* |

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| 1. **Sign Details**
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| Please provide details of the sign: |  |
| Height (m) |  |  |
| Width (m) |  |  |
| Sign type (e.g. A-Board, “barrel”) |  |  |
| NB: consent will only be granted for signs located along the frontage of the property for which the advertisement is intended for. |

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| 1. **Indemnity of the Council**
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| Public liability insurance, indemnifying the Council from all incidents arising from the sign, must be provide to a value of £5 Million. A copy of this insurance document must be submitted with this application. |

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| **Guidance** |

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| 1. **When preparing you application consider the following points:**
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| * Is the size of the sign proportionate to the advert?
* The type of materials the sign is made from.
* This type of sign will be freestanding (unfixed), you must ensure the sign is stable and not likely to pose a risk to other road users.
* Location – is there a better place to site the sign within the available frontage.
* Is the sign needed or is there a better way to advertise the business, for example, could a group of Businesses group together and use ‘column-style’ signage for sign-posting and promotion?
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| 1. **When considering the location of the proposed sign you must ensure that the sign will not:**
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| * Obstruct the sightlines of any bend, corner or road junction;
* Interfere with the visibility of any traffic sign or signal;
* Act as a distraction to drivers (text too small, too much information etc.);
* Simulate prescribed Road signs in content or colour;
* Obstruct or cause a danger to any road or footway user;
* Cause any other hazard to public safety;
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| 1. **A-board requirements**
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| * Be positioned at the rear of the footway (abutting the shop frontage);
* Businesses without a frontage are not eligible for an A Board;
* Only one A-board will be permitted per shop premises to prevent sign clutter;
* Minimum footway width of 1.8 metres required between board and carriageway;
* Must be located directly outside the premises the board relates to;
* Present no hazard to pedestrians or wheelchair users (e.g. sharp edges, protruding nails or moving or rotating signs which could injure children);
* Be no more than 0.6 metres wide;
* Be no more than 1 metre in height;
* Be sufficiently stable so as not to be easily moved or blown over;
* Be covered by Public Liability Insurance;
* A-boards must be removed from pavement areas when the shop premises are closed.
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**Applications should be returned to the relevant roads area team, see details below.**

Oban and Lorn:

Jackson Quarry, Millpark Road Depot, Oban, PA34 4NH

RAenquiriesOLI@argyll-bute.gov.uk

Mid Argyll, Kintyre and Islay:

Manse Brae, Lochgilphead, PA31 8RD

RAenquiriesMAKI@argyll-bute.gov.uk

Helensburgh and Lomond:

The Helensburgh and Lomond Civic Centre, 38 East Clyde Street G84 7PG

RAenquiriesHL2@argyll-bute.gov.uk

Bute and Cowal:

Milton House, Dunoon PA23 7DX

RAenquiriesBC@argyll-bute.gov.uk

Roads Customer Services: 01546 605514